

## REQUEST FOR EXPRESSIONS OF INTEREST

<b>Country</b>	: MYANMAR
<b>Project</b>	: Ayeyarwady Integrated River Basin Management (AIRBM) Project
<b>Credit No.</b>	: IDA 55590
<b>Project ID</b>	: P146482
<b>Assignment Title</b>	: Project Officer cum. Asst. to Procurement for Component 2
<b>Reference No</b>	: C2.13

The Republic of the Union of Myanmar has received interest free loan financing assistance from the World Bank toward the cost of the Ayeyarwady Integrated River Basin Management (AIRBM) Project. Directorate of Water Resources and Improvement of River Systems (DWIR), MoTC is the implementing agency of the AIRBM through the Project Management Unit (PMU) established under the supervision of the secretary of DWIR, and intends to apply part of the credit for consulting services for *Project Officer cum Asst. to Procurement for Component 2*.

The PMU now invites expressions of interests from qualified candidates for the below positions. Interested candidates must provide their updated curriculum vitae (CV), indicating personal and technical skills, qualifications and experience in similar assignments. In their expressions of interest, the candidates are requested to indicate the position they apply for and the relevant reference number stated below:

### **C2.13 – Project Officer for Component 2:**

- University degree in management, business administration or other relevant subject;
- Ideally the candidate should have at least five years' experience years of working experience in public procurement on international donor/NGO financed technical and/or scientific projects;
- Background knowledge (or) familiarity working with International Advisors / Customers is an advantage;
- Fluency in English and Myanmar language and strong report writing ability and good communication skills is essential;
- Good computer skill especially in document and reports creation, Microsoft Word, Excel, Power Point Presentation, and Pdf file writing.
- Ability to work creatively and long hours without complaint. Ability to perform on call duties if and when necessary due to the special situation of the project.

In lieu of academic qualification, relevant long-term experience will be considered.  
The services are expected to be carried out over a period of 12 months with the possibility of extension.

The location of the service will be at the PMU Office

PMU Office (Building 7)

No.400, DWIR Compound, PMU Office (Building (7)), Lower Pazuntaung Road, Postal Code 11171, Pazuntaung Township, Yangon Myanmar

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants]* by World Bank Borrowers dated July 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours *0900 to 1700 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 28<sup>th</sup> Dec 2018, 17:00hrs.

AIRBM Project, Project Management Unit

Attn: Witt Yi Soe (Procurement Officer for Component-2)

No.400, Lower Pazuntaung Road, Pazuntaung Township, Yangon, Myanmar

Email: [wittyisoe@gmail.com](mailto:wittyisoe@gmail.com)

With a copy to following e-mail addresses:

[lailaiaungdmh23@gmail.com](mailto:lailaiaungdmh23@gmail.com), [procurement-unit@airbm.org](mailto:procurement-unit@airbm.org)

## TERMS OF REFERENCE

**MINISTRY OF TRANSPORT AND COMMUNICATION: DIRECTORATE OF  
WATER RESOURCES AND IMPROVEMENT OF RIVER SYSTEMS  
AYEYARWADY INTEGRATED RIVER BASIN MANAGEMENT PROJECT**

**TERMS OF REFERENCE FOR**

**COMPONENT 2 PROJECT OFFICER CUM ASST TO PROCUREMENT**

**CONTRACT No. C2.13**

### **1. Background**

The Myanmar has received a US\$100 million credit from the World Bank (WB) for the Ayeyarwady Integrated River Basin Management Project (AIRBMP). The objective of the project is help Myanmar develop the institutions and tools needed to enable informed decision making in the management of Myanmar's national water resources and to implement integrated river basin management on the Ayeyarwady, while immediately enhancing the river's productivity with "low/no regrets" investments in the hydro-meteorological observation system and services (to support agricultural productivity and water-related disaster risk management) and in navigation enhancements (to promote sustainable transportation) on the Ayeyarwady. The project would also support a prompt and effective response to potential crises and emergencies. The project will be implemented over the period 2015-2020. A detailed description of the project can found in the World Bank's Project Appraisal Document.<sup>1</sup>

### **2. Project Management Structure**

Directorate of Water Resources and Improvement of River Systems (DWIR) and NWRC Secretariat: DWIR is the implementing agency of the AIRBM and the Director General (DG) of DWIR has managerial and financial oversight of the Project. The DG of DWIR also serves as the Secretary of the NWRC Secretariat which is a key entity in the Project. The Director General/Secretary's dual role should help to ensure coordination among different entities.

Project Management Unit (PMU): A PMU has been established under DWIR/NWRC Secretariat, and is led by a Project Director. The Project Director will be responsible for project management and technical coordination, as well as procurement and financial

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<sup>1</sup> See <http://documents.worldbank.org/curated/en/2014/11/20394428/myanmar-ayeyarwady-integrated-river-basin-management-project>

management, monitoring and evaluation, and compliance with environmental and social safeguards for all project components. Financial management and procurement functions will be undertaken by existing staff of DWIR, with additional support from consultants to be hired under the project as needed. The PMU and Component Management Unit (CMU) offices will be located together in Yangon, with satellite offices at DWIR and at the Department of Meteorology and Hydrology (DMH) headquarters in Nay Pyi Taw.

Within the framework of the AIRBM project, there are three components, and the Department of Meteorology and Hydrology (DMH) is the beneficiary of the AIRBM Component 2 described as follows:

## **Component 2 – Hydrometeorological Observation and Information Systems Modernization**

*2.1 Institutional and Regulatory Strengthening, Capacity Building and Implementation Support:* This sub-component will support: (a) institutional strengthening including the development of a robust legal and regulatory framework; (b) capacity building and training for staff; and (c) technical assistance in systems design, integration and operations as well as Component 2 management and monitoring.

*2.2 Modernization of Observation Infrastructure, Data Management Systems and Forecasting:* This sub-component will support: (a) technical upgrading of the hydro-meteorological observation network; (b) modernization of operations centers, data management and communications/IT systems, engineering and calibration facilities; (c) improvements in numerical weather prediction systems and associated hydrological modeling systems; and (d) reconstruction and refurbishment of offices and facilities.

*2.3 Enhancement of Hydromet Service Delivery Systems:* This sub-component will support the strengthening and delivery of hydromet information services in order to ensure project benefits are realized across the range of stakeholders. This will likely include: (a) creation of a Service Delivery Platform for weather and hydrological services; (b) support for disaster risk management (DRM) operations including expansion of "end-to-end" early warning systems in small river basins with floods and flash floods; (c) development of an Agricultural and Climate Advisory Service (ACAS); and (d) the creation of a National Framework for Climate Services.

### **3. Consultant Assignment Objectives and Scope**

Due to the nature of the AIRBM Component 2, there will be multiple packages to be procured, and therefore special assistance is required in terms of administration and procurement. For this purpose, the Project Management Unit (PMU) of the AIRBM Project will recruit a Component 2 Project Officer with Procurement Skills with adequate experience in the areas of administrative, organization and procurement functions to ensure compliance with the procedures and requirement of the World Bank, and of the Union Government of Myanmar.

The objective of this consultancy is to assist the Component-2 Director in day-to-day administration, logistics, organization and procurement functions. Ensure a smooth relationship between the Director's office and other Component offices, and other PMU sections, with special liaison with the procurement section.

#### **a) Assist in Project Management**

Ensure the availability of accurate, complete and up-to-date information required for Component 2 office and manage the information appropriately. Work with the electronic filing system established for Component 2, store files, archive, retrieve, mark confidential, back up, etc. Draft contracts and other documents for the Component 2 in English languages, and provide support for the sharing of information with relevant team players.

Provide technical and administrative support to Component-2 Director specially, and Component 2 office in general.

#### **b) Assist in Project implementation, with special focus on procurement aspects**

Enhance project efficiency and effectiveness through implementation of follow-on activities within the component tasks.

Specifically, the Consultant will be responsible for the following tasks:

- Assist in the management and implementation of Component 2 activities.
- Assist in the establishment and maintenance of project implementation schedules.
- Assist in carrying out day-to-day Component 2 (C2) procurement activities at PMU according to the project's procurement plan for C2.
- Assist in managing and administrate the implementation of contracts.
- Provide any other inputs to the various phases of the procurement process.
- Assist in monitoring and evaluating progress and performances of technical staff, consultants, and contractors.
- Maintain and update relevant data for contract monitoring status monthly and share with PMU
- Assist to prepare progress reports and co-ordinate with responsible officials in certifying progress for payments to contractors, suppliers and consultants.
- Carry out any other technical functions and responsibilities considered necessary by the Component 2 Director.

- Receives instructions from and reports directly to the Component 2 Director on the progress of AIRBM's implementation.
- Any other relevant duties and assignment requested by the Component 2 Director.
- Organize and participate in Project-related missions and workshops

#### **4. Consultant Experience Requirements**

- University degree in management, business administration or other relevant subject;
- Ideally the candidate should have at least five years' experience years of working experience in public procurement on international donor/NGO financed technical and/or scientific projects;
- Background knowledge (or) familiarity working with International Advisors / Customers is an advantage;
- Fluency in English and Myanmar language and strong report writing ability and good communication skills is essential;
- Good computer skill especially in document and reports creation, Microsoft Word, Excel, Power Point Presentation, and Pdf file writing.
- Ability to work creatively and long hours without complaint. Ability to perform on call duties if and when necessary due to the special situation of the project.

#### **5. Administrative Arrangements**

The assignment duration will be for 12 months, with the possibility of extension based on the performance appraisal and mutual willingness to continue with the Assignment. The Assignment will be located in the PMU office in Yangon and will include travel to project sites, especially to DMH headquarters in Nay Pyi Taw.